

DUTY STATEMENT

Class Title: Associate Governmental Program Analyst	Position Number: 809-180-5393-901
Unit: HIV Counseling, Testing, and Training Section	
Section: HIV Counseling, Testing, and Training Section	
Branch: HIV Education and Prevention Services Branch	
Division: Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: The Associate Governmental Program Analyst (AGPA) is responsible for providing technical assistance and monitoring the contract for the development, coordination, and provision of HIV counselor trainings throughout the state of California.

Supervision Received: General direction from the Health Program Manager I, Chief of the HIV Counseling, Testing, and Training Section.

Supervision Exercised: None

Description of Duties: See below:

Percent of Time	Essential Functions
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40%	Provides technical assistance to the training contractor who oversees the HIV Counselor Training Program to ensure that all training activities and materials are consistent with federal and state policies, regulations, and guidelines; makes recommendations on changes to the program policy guidelines based on training program analyses, counseling surveys, and studies; monitors and evaluates current HIV Counselor Training program courses (e.g., Basic I, Basic II, Continuing Education Training (CET), and Supplemental Spanish Training); reviews and makes recommendations for newly developed, on-line, health related CET courses; assesses, develops, and reviews new curriculum in collaboration with the training program contract staff; reviews revisions to existing training manuals and makes recommendations as needed; evaluates each training curriculum to ensure consistency and compliance with the latest training methods and standards; acts as training liaison to coordinate trainings with organizations that provide supplemental training to local health jurisdictions funded by the Office of AIDS (OA); participates in team projects to develop specialized training in collaboration with other sections within the branch; reviews training evaluations on contractor training to ensure quality of trainer performance in the areas of policy, training capability, quality assurance procedures, and proficiency for rapid testing; and, based on performance reviews, makes recommendations for changes on program scopes of work and deliverables.
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- 25%** Coordinates all contractual training programs that provide HIV counselor training for consistency and to ensure collaboration between contractors when appropriate; develops and amends training contracts as necessary; makes recommendations on policies related to testing as a result of program site reviews with training programs; monitors additional contracts and provides technical assistance as necessary; provides technical assistance to statewide contractors to ensure policies/program services are consistent with current prevention messages and protocols and makes recommendations on policies pertinent to these contracts; amends contracts to reflect changes in scopes of work and performance deliverables; monitors progress reports for compliance with scopes of work and budget requirements; and makes recommendations for changes to program procedures based on analyses of needs assessments.
- 20%** Analyzes, investigates, recommends, and prepares responses to requests for AIDS-related issues, policy analyses, controlled correspondences, bill analyses, funding applications, research articles, program planning guidelines, progress and activity reports, etc.
- 10%** Provides technical assistance to state funded test sites to ensure compliance with OA policies and guidelines; conducts administrative test site evaluations, which include observing and evaluating test site counselors; develops alternatives to problems identified in site evaluation reports and makes recommendations to local program administrators; and makes recommendations, based on site evaluations, for changes in state policies.

Percent of Time Marginal Functions

- 5%** Establishes and maintains rapport and effective working relationships with federal, state, and local representatives, community based organizations, public and private groups, and the general public; attends required meetings and conferences; and performs other duties as required.

Employee's signature

Date

Supervisor' signature

Date